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June 3, 2016

TO: Department Personnel Officers

FROM: James K. Nishimoto, Director *James K Nishimoto*  
Department of Human Resources Development

SUBJECT: July – December 2016 Safety Office Training Schedule

Attached is a listing of free safety training courses offered by the HRD Safety Office for the second half of 2016. Please disseminate the statewide safety training schedule to your programs. A copy of this safety training schedule can now be downloaded under "What's New" on our HRD website at: <http://dhrd.hawaii.gov/>. Please schedule in accordance with the following:

- Employees and supervisors can register to attend the Workplace Violence Program (WVP). This course provides employees with safety and health training that includes recognition of conditions and behaviors that may lead to or increase risk of violence. An online on-demand version is being developed and will be made available later this year to accommodate those unable to attend the scheduled sessions.
- BU1 Non CDL employees who have not attended the BU1 Non CDL Drug and Alcohol Testing Orientation Program (DATU1) are required to attend. This is an informational program intended to educate BU1 employees who may be subject to the Drug and Alcohol Testing Agreement.
- Supervisors of BU1 Non CDL employees must attend the four-hour BU1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S) once every four years.
- Supervisors of HGEA, CDL, and BU10 employees must attend the three-hour Combined Drug and Alcohol Testing Program (CDAT) once every five years.
- State vehicle drivers who were in a collision should attend a four-hour Driver's Training Program (DTP). The purpose of the training is to

review and discuss various defensive driving skills necessary to prevent collisions with other vehicles or property damage and pedestrians.

A list of drivers from your respective programs who were involved in collisions from January 2014 through December 2015 is attached. Drivers identified on the list have priority to attend the program. Other State vehicle drivers may attend if space is available. However, they may also view driver safety presentations from a [list of on-line on-demand presentations](#) that are found on HRD's website. All interested employees with a State email account may register to view these short presentations. Announcements of additional online safety presentations will be made as they become available.

For the Executive Branch agencies, registration is online through the Human Resources Management System (HRMS) for Training. Other agencies should complete the DHRD Form 410 (attached) and email or fax the form to the Safety Office at 587-1322. Class size per session is limited. We will confirm employee participation two weeks prior to each scheduled course session.

Should you have any questions, please call me at 587-1100 or contact Lily Chu of the Safety Office at 587-1060.

Attachment

c: Department Heads  
Florencio C. Baguio, Jr., ECD  
Mary Ann Teshima, ASO

**Department of Human Resources Development**  
**Safety Training Schedule 7/1/16 – 12/31/16 by Training Program**  
**Workplace Violence Training Program (WVP)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
07/19/16	Oahu	0131 0132	9:00 – 11:00am 12:30 – 2:30pm	State Office Tower, Room 204 235 S. Beretania Street
8/9/16	Maui	0133	9:00 – 11:00am	UPW Conference Room 841 Kolu Street, Wailuku
9/8/16	Oahu	0134 0135	9:00 – 11:00am 1:00 – 3:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
9/22/16	Kauai	0136	12:30 – 2:30pm	UPW Conference Room 4211 Rice St., Lihue
10/4/16	Oahu	0137	1:00 – 3:00pm	State Office Tower, Room 204 235 S. Beretania Street
10/25/16	Hilo	0138	9:00 – 11:00am	UPW Conference Room 362 E. Lanikaula Street
12/13/16	Oahu	0139	12:30 – 2:30pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard

**Drug and Alcohol Testing Program for Supervisors (CDAT)**  
**(CDL, HGEA, BU10)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
7/29/16	Oahu	0107 0108	8:30 – 11:30am 1:00 – 4:00pm	State Office Tower, Room 204 235 S. Beretania Street
8/10/16	Maui	0109	12:30 – 3:30pm	UPW Conference Room 841 Kolu Street, Wailuku
9/22/16	Kauai	0110	8:00 – 11:00am	UPW Conference Room 4211 Rice St., Lihue
10/4/16	Oahu	0111	8:30 – 11:30am	State Office Tower, Room 204 235 S. Beretania Street
10/26/16	Hilo	0112	12:30 – 3:30pm	UPW Conference Room 362 E. Lanikaula Street
11/17/16	Oahu	0113	8:30 – 11:30am	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard

**BU1 Non CDL Drug and Alcohol Testing Program (DATU1)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
8/10/16	Maui	0125	9:00 – 11:00am	UPW Conference Room 841 Kolu Street, Wailuku
8/16/16	Oahu	0126	9:00 – 11:00am	State Office Tower, Room 204 235 S. Beretania Street
10/26/16	Hilo	0127	9:00 – 11:00am	UPW Conference Room 362 E. Lanikaula Street
12/13/16	Oahu	0128	9:00 – 11:00am	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard

**BU-1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
8/9/16	Maui	0081	12:30 – 4:30pm	UPW Conference Room 841 Kolu Street, Wailuku
8/23/16	Oahu	0082	8:30 – 12:30pm	State Office Tower, Room 204 235 S. Beretania Street
10/25/16	Hilo	0083	12:30 – 4:30pm	UPW Conference Room 362 E. Lanikaula Street
11/3/16	Oahu	0084	8:30 – 12:30pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard

**Driver's Training Program (DTP)**

<b>Date</b>	<b>Island</b>	<b>Session #</b>	<b>Time</b>	<b>Location</b>
7/07/16	Oahu	0025	8:00 – 12:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
7/14/16	Oahu	0026	8:00 – 12:00pm	Aloha Stadium, Hospitality Room 99-500 Salt Lake Boulevard
8/25/16	Oahu	0027	8:00 – 12:00pm	State Office Tower, Room 204 235 S. Beretania Street
9/22/16	Oahu	0028	8:00 – 12:00pm	State Office Tower, Room 204 235 S. Beretania Street